# Avian Influenza Pandemic Response Plan

Thomas Jefferson National Accelerator Facility

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# Avian Influenza Pandemic Response Plan

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## Purpose

The purpose of this document is to describe the response Jefferson Laboratory will take in the event of an avian influenza pandemic.

## Rationale

Avian influenza response must be graded, based on the imminence of danger. This graded response is summarized in the Appendix, "DOE Medical Condition Alert Matrix."

One of the highest levels of Public Health intervention during pandemics is to recommend against unnecessary crowding by actions such as closure of schools. In extreme cases, employers might be asked to decrease or stop non essential operations. If an avian influenza pandemic occurs before there are adequate supplies of an effective vaccine, strong Public Health interventions might be necessary. Most of this Response Plan is devoted to actions JLab would take to prepare for, and respond to, a DOE recommended cessation of non essential operations.

## Integration of Plan Sections

The Response Plan contains two Sections and one Appendix.

Section 1 is devoted to information applicable to all JLab Divisions, Programs and employees. Section 1 content includes optional and mandatory training and procedures designed to protect employees at work and home. Section 1 also includes information regarding connectivity during a shutdown of non essential operations.

Section 2 is devoted to information that is specific to individual Divisions and programs.

The DOE has stratified pandemic risk into a matrix of "medical condition, or 'medcon' levels." Appendix A summarizes JLab's actions based on these risk levels and includes reference to actions by the Director's Command Staff.

Stratification of risk and response is determined by the behavior of the virus and can be summarized as follows:

- The virus is highly contagious bird to bird only. At this risk level, the primary response is to prepare a pandemic response plan in case risk later increases.
- The virus mutates so as to be more easily contagious bird to human. At this risk level, the primary response is to educate employees and assure that personal protective equipment, supplies and procedures are in place to protect essential

employees who might need to work on site during a shutdown of non essential operations.

- The virus becomes easily contagious human to human. Make final preparations for a pandemic and possible shut down of non essential operations.
- A pandemic occurs. "Pandemic" essentially means a global epidemic. The primary response to this condition is to follow DOE and Public Health instructions relating to essential operations.

# Section 1. Information Applicable to All Divisions and Programs

## Essential vs. Non Essential Employees

If the Lab is required to temporarily cease non essential operations during a pandemic, some employees might need to work on site in order to maintain certain critical operations. For instance, employees would be needed to maintain cryogenics operations. Employees who might reasonably need to work on site during a shutdown of non essential operations are designated as "essential employees."

## Work From Home

During a shutdown of non essential operations, work from home will be encouraged whenever possible. If a shutdown appears likely, each employee should discuss the following questions with her or his supervisor:

- Am I designated as an essential employee who might need to work on site during a shut down?
- What, if any, work am I approved to perform from home?
- What work from home procedures should I follow?
- How, and how often, should I communicate with you and coworkers?

## Communication and Connectivity

During a shutdown, essential and non essential employees must be able to communicate with each other effectively. Prior to a shutdown, each supervisor will review communication and connectivity procedures with employees. Supervisors will also distribute lists of land line and cell telephone numbers and personal email addresses to their employees. During a shutdown, the JLab shared email address, staff@jlab.org, will be maintained. Specific connectivity information relating to the Chief Information Office and the Physics Division is contained in Section 2 of this Plan.

## Human Resources Policies

If a pandemic appears reasonably likely, Human Resources will prepare to temporarily alter policies relating to work from home and paid leave. The extent of these alterations will be dependent on the particular circumstances of the pandemic.

## Training

If Public Health authorities believe that a pandemic is reasonably possible within a relatively short period of time, the following training sessions will be given repeatedly:

- Protection of Employees and Family Members at Home
- Overview of the JLab Pandemic Response Plan
- Protection of Essential Employees at Work

**Protection of Essential Employees at Work**

During a shutdown of non essential operations, JLab will take steps to protect essential employees who must work on site. These protective steps can be categorized into Administrative Controls, Work Practice Controls and Personal Protective Equipment and Supplies.

Administrative controls include the following:

- Essential On Site Operations. Designated essential employees will be instructed to work on site only for duties that are truly essential and that can not be performed from home. Essential employees will not be allowed to perform non essential operations on site.
- Shift Restructuring. Essential work will be distributed so as to minimize the number of essential employees who must work on site at any given time.

Work practice controls include the following:

- Social Distancing. "Social distancing" refers to avoidance of close interaction with other people. It is one of the most effective means of preventing contagion. When possible, staff members should maintain at least six feet of space between themselves and other people. If close proximity is necessary, a respirator should be donned. Avoid touching other people unnecessarily. Hand shakes must be avoided.
- Respiratory Protection. Respirators such as N95's protect the wearer from droplet transmission of disease. In addition, they prevent the wearer from touching her or his mouth. Respirators will be required when social distancing controls must be violated. At other times, respirator use will be optional. More information about respirators is contained later in this Section.
- Personal Hygiene. Fastidious hygiene significantly reduces disease transmission. Personal hygiene controls include the following:
    - Hand Washing. Employees must wash their hands as often as possible. Hand washing or sanitizing (see below) will be required after touching other people. Hand washing will also be required after an employee touches his or her mouth or face, and after sneezing or coughing. Proper hand washing technique involves use of sufficient soap to create suds over the entire hand. The hands should be rubbed together for 30 seconds and then thoroughly rinsed. Antibacterial soaps do not kill viruses. However, all soaps tend to disengage viruses from the skin. Rinsing then removes the microbes.
    - Hand Sanitizing. Ethanol based personal hand sanitizers kill virtually all viruses on contact, assuming that an adequate quantity is used. "Adequate quantity" refers to application of sanitizer to the entire hand. Employees

should carry a personal hand sanitizer container with them at all times, and use it frequently, especially when hand washing is not possible.

- Cough and Sneeze Etiquette. Employees who are ill must not work on site, even if they are designated as essential employees. If an employee must sneeze or cough, she or he should walk away from others, then face away from others, and then sneeze or cough into her or his clothing or a paper towel or tissue.
- Surface Disinfection. The avian influenza virus appears to be viable on surfaces for more than 48 hours after deposition. Therefore, disinfectant (not antibacterial) wipes or sprays should be used on surfaces that the staff member contacts frequently. This is especially true for telephones. If possible, keyboards should also be disinfected.

Personal protective equipment and supplies include the following:

- Respiratory Protection.
  - Respirators vs. Surgical and/or Dust Masks. Respirators such as N95's and N100's protect the wearer from droplet transmission of disease. Surgical and/or dust masks are not respirators. They do tend to entrap droplets. However, they do not fit tightly against the face. Moving air follows the path of least resistance, and so surgical masks and dust masks do not protect the wearer as effectively as respirators do. Surgical personnel wear surgical masks primarily in order to prevent droplets from the wearer's mouth from entering the surgical field. Surgical masks are not worn primarily to protect the health of the wearer. Both respirators and masks prevent the wearer from touching her or his mouth. During an avian influenza pandemic, the best protection would come from N95 or N100 respirators. Surgical and/or dust masks would be less protective.
  - Respirator Selection. N95 or N100 respirators should be utilized if possible. If budgetary constraints and/or availability preclude their use, surgical and/or dust masks can be used as an alternative.
  - Training, Fit Testing, and Medical Evaluation. OSHA regulations require training, fit testing and medical evaluation for mandatory respirator use. These OSHA requirements are important for the safe and effective use of respirators. During a pandemic, respirator use would be required, following the mandatory work practice control included above. Therefore, OSHA regulations for training, fit testing, and medical evaluation would apply. In the setting of avian influenza preparedness, the following procedure would be followed.
    1. Each Division would identify designated essential personnel who might need to work on site during a pandemic. These designations are listed in Section 2 of this Plan.
    2. The Industrial Hygiene and Occupational Medicine groups would divide this list into two sets. The first set would include employees who are already part of the Lab's respiratory protection program. These employees would need no special attention if a pandemic

occurred because they would have already received training, fit testing, and medical evaluation. The second set of employees would be those who are not already part of the Lab's respiratory protection program. This group of employees would receive special training, fit testing and medical evaluation if a pandemic appeared reasonably possible.

- Respirator Inventory. Respirator inventory could be determined by the following formula:

  Number of designated essential employees X 1 respirator/ essential employee/work day X 5 work days/week X 6 weeks/pandemic = number of respirators/pandemic.

  This formula probably overestimates the inventory needed because it assumes that essential employees would work on site full time and that the shutdown would last 6 weeks. During routine operations, some employees use respirators. Therefore, excess inventory would not be wasted.

Hand Sanitizer Stock. As explained above, essential employees would be given personal hand sanitizer bottles for use while on site. It is desirable to utilize a container size that is small enough to be comfortable in pockets. Therefore, containers of 0.5 oz. to 2.0 oz. each are recommended. Containers of 0.5 oz. each cost approximately $0.50. Containers of 2.0 oz. each cost approximately $2.09. If an essential employee worked full time on site, and only used the sanitizer while on site, he or she would probably use at least 2 oz. per week.

**Resumption of Operations After a Shut Down**

Restart procedures will be strongly influenced by details of the pandemic. For instance, if significant risk continues, designated essential employees will be primarily relied upon during restart. However, if risk is low, non essential employees might be fully utilized. The Director’s Command Staff will use DOE and Public Health information to choose the best path forward.

# Section 2. Information Specific to Individual Divisions, Departments and Programs

## Offices of the Director and Chief Operating Officer

If a shut down of non essential operations appears reasonably likely, the Director and Chief Operating Officer will partner with the DOE and the Lab management team to determine what special needs exist and to assure that the Lab Response Plan is implemented. In addition, preventive maintenance will be fast tracked. Designated essential employees include Christoph Leemann and Mike Dallas.

## Human Resources

If a shut down of non essential operations appears reasonably likely, Human Resources staff members will meet to plan work from home, connectivity, and support for other divisions and programs. As mentioned in Section 1, Human Resources will also prepare to temporarily alter policies relating to work from home and paid leave. The extent of alterations will depend upon the degree of pandemic risk at the time. All Human Resources staff members are designated essential employees.

## Theoretical and Computational Physics

If a shut down of non essential operations appears reasonably likely, Theoretical and Computational Physics staff members will meet to plan work from home, connectivity, and support for other divisions and programs. Designated essential employees include Anthony Thomas.

## Experimental Nuclear Physics

If a shut down of non essential operations appears reasonably likely, the Physics division will partner with Lab management to determine whether special needs exist. In addition, upcoming preventive maintenance will be fast tracked.

The experimental program may be affected earlier than other operations. PAC meetings, User Group meetings, and travel may be constrained by events in the U.S. and/or other countries. The near- to mid-term experimental schedule will be evaluated in light of possible short notice DOE or JLab directives. Physics will send preliminary notices to the user community, highlighting JLab's planning and likely measures to be taken as public health advisories and Lab precautions take effect. Physics will work with the Travel Office to respond to advisories to curtail travel and will partner with Staff Services to manage restrictions on large meetings and to arrange accommodations for "stranded" users. Physics will prepare a work from home instruction guide and

require all personnel to attend work from home and JLab systems connectivity training sessions. Work from home connections and file access systems will be tested to assure performance.

Designated essential employees include Larry Cardman, Dennis Skopik, Ed Folts, Kees de Jager, Dave Kashy, Doug Tilles, Tom Carstens, Stepan Stepanyan, Paul Brindza, Rolf Ent, Walter Kellner, Bill Vulcan, Charles Hightower, Bert Manzlak, Chris Cuevas, Mike Seely.

**Accelerator Operations, Research and Development**

If a shut down of non essential operations appears reasonably likely, Accelerator staff members will meet to plan work from home, connectivity, and support for other divisions and programs. Upcoming preventive maintenance will be fast tracked. Designated essential employees include Swapan Chattapadhyay and Andrew Hutton.

**Free Electron Laser**

If a shut down of non essential operations appears reasonably likely, FEL staff members will meet to plan work from home, connectivity, and support for other divisions and programs. Upcoming preventive maintenance will be fast tracked. Designated essential employees include Fred Dylla, George Neil, Kevin Jordan, Jim Coleman.

**12 GeV Upgrade Project**

If a shut down of non essential operations appears reasonably likely, 12 GeV staff members will meet to plan work from home, connectivity, and support for other divisions and programs. If a brief shut down occurred, and the DOE made no special requests, then no essential 12 GeV employees would need to work on site. However, meaningful work from home would be limited because of computer system limitations. Therefore, if the shut down was protracted and/or the DOE had ongoing needs, essential employees would need to work on site. Designated essential employees include Allison Lung, William Brooks, Leigh Harwood, Rebecca Yasky, Delvin Whitlock.

**Environment, Safety, Health and Quality**

If a shut down of non essential operations appears reasonably likely, ESH&Q staff members will meet to plan work from home, connectivity, and support for other divisions and programs.

During the period leading up to a possible shut down, ESH&Q would assume primary responsibility for the training and protection programs described in Section 1. Designated essential employees include Craig Ferguson, Bob May, Erik Abkemeier, Patty Hunt, Jennifer Williams, Smitty Chandler.

**Chief Financial Office**

If a shut down of non essential operations appears reasonably likely, Chief Financial Office staff members will meet to plan work from home, connectivity, and support for other divisions and programs. If a brief shut down occurred, and the DOE made no special requests, then no essential Chief Financial Office employees would need to work on site. Designated essential employees include Mary Erwin.

**Project Management and Integration**

If a shut down of non essential operations appears reasonably likely, Project Management and Integration staff members will meet to plan work from home, connectivity, and support for other divisions and programs. If a brief shut down occurred, and the DOE made no special requests, then no essential Project Management employees would need to work on site. However, meaningful work from home would be limited because of computer system limitations. Therefore, if the shut down was protracted and/or the DOE had ongoing needs, essential employees would need to work on site. Designated essential employees include Claus Rode.

**Engineering**

If a shut down of non essential operations appears reasonably likely, Engineering staff members will meet to plan work from home, connectivity, and support for other divisions and programs.

The Engineering Division recognizes that at least two different levels of shutdown should be considered when essential personnel are designated. The first condition involves deciding to stop beam operations and put the CEBAF accelerator in a “sleep” mode in which systems are shutdown but the cold sections of the machine are kept cold. This would require designating the entire Cryogenics Group as essential as well as support staff from the Controls Group. Lab infrastructure such as guard services must also be present to support liquid nitrogen deliveries.

The second condition would include not only the shutdown of the accelerator but also the decision to warm up cold sections of the accelerator. This could be either a Lab management action or an action forced by nitrogen deliveries being discontinued by the supplier. In this case the Cryogenics and Controls Groups would be eliminated from the essential personnel list during the lab shutdown. Additionally, restarting lab operations would be done in stages and would include a phased approach with differing levels of essential personnel required at each stage. For the purposes of this plan, it is assumed that adequate time would be available to fine-tune all essential personnel lists based on the level of shutdown and the restart plan. The starting point for these lists would be by group and Division management rolls.

**Facilities and Logistics**

If a shut down of non essential operations appears reasonably likely, Facilities and Logistics staff members will meet to plan work from home, connectivity, and support for other divisions and programs. Upcoming preventive maintenance will be fast tracked. Designated essential employees include Rusty Sprouse, Kris Burrows, Ken Boyes, Dennis Merritt, Carroll Jones, Mike Sprouse, Paul Powers, Bob Rice, Dave Kausch.

**Chief Information Office**

If a shut down of non essential operations appears reasonably likely, CIO staff members will meet to plan work from home, connectivity, and support for other divisions and programs.

The CIO will assume primary responsibility for enabling connectivity. This includes maintaining central services operations such as network, file servers, and certain other servers. Much of this work can be performed remotely. The CIO can open the network firewall for selected off-site access to additional services as required. Even if most upgrades, development, etc. were put on hold during a shut down, the CIO would still need to work on site for certain special procedures. Examples include failure of a disk or power supply on a file server; a system might need rebooting and a physical button might need to be pushed; daily/weekly backup tapes would need to be collected and reset for the subsequent cycle. All CIO staff members are designated essential employees.

# APPENDIX A
# DOE Medical Condition Alert Matrix

This Appendix contains the DOE's Medical Condition Alert Matrix. The matrix summarizes actions to be taken by the DOE in the event of a developing pandemic. DOE actions are keyed to epidemiological conditions, termed MEDCON Levels. The original matrix was composed of three columns titled, "MEDCON Level," "Characteristics," and "Key Actions." JLab added a fourth column which summarizes actions to be taken locally by the Lab.

**Medical Condition (MEDCON) Alert Matrix**

| MEDCON Level | Characteristics | Key Actions | JLab Actions |
|---|---|---|---|
| 0 | Normal condition – No unusual infectious disease threats (above background) known to be imminent. | Medical Officers - Monitor professional literature and specialized resources for evolving trends (e.g., Centers for Disease Control and Prevention, World Health Organization, etc). Ensure Biological Event Monitoring Team (BEMT) contact rosters are current and in place at the Emergency Operations Center (EOC). Identify criteria for employees considered at high-risk for infection for special considerations to minimize health risks (e.g., vaccinations, work-at-home).<br>Health Sections -- Maintain stocks of long shelf life, basic and universal protective materials such as masks, gloves, and disinfectants; keep major vaccines current.<br>EOC - Review BEMT contact rosters for currency. Seek updates as needed.<br>Continuity Programs - Conduct periodic exercises of elements of preparedness plans.<br>Security - Maintain currency on global intelligence regarding potential terrorist threats.<br>Facility Management - Maintain facility emergency operations and response plans.<br>Chief Information Officer (CIO) - Assess readiness and capability to provide remote access for employees who have critical essential functions. Consider expanding readiness capability to provide remote access for all employees. | Prepare to create a Pandemic Response Plan for each Lab Division and Office, and a unified plan for the Lab as a whole. |

| MEDCON Level | Characteristics | Key Actions | JLab Actions |
|---|---|---|---|
| 1 | Initial Concern - Increase in incidence of infectious disease threat within the world, with potential to impact DOE. | Medical Officers - Brief Senior Management and EOC on potential threat; continue monitoring appropriate worldwide health information sources: increase surveillance of professional literature. Prepare and disseminate risk information to the employees. Ensure capability for health surveillance is in place.<br>EOC - Recall BEMT to EOC for briefing by Chair.<br>Continuity - Continue routine tests and exercises, including exercises necessary to transition to minimal essential functions.<br>BEMT - Convene initial meeting to review evidence and evaluate seriousness of threat;<br>consider possible special requirements, such as risk categories, preventive measures; continue frequent sessions to constantly monitor progress of disease threat; with Admin, ensure elements of Department of Energy (DOE) health surveillance network are in place in case of activation. Recommend travel limitations and restrictions as appropriate. Update contact roster information for each member. Provide updates to EOC.<br>Health sections - Verify status of appropriate protective materials, and replenish and/or increase as needed; initiate procurement of additional specialized supplies for protection of key personnel, tailored to actual threat (i.e., for first responders, medical staff, etc.) (vaccines and other medical prophylaxes; begin informational/educational campaign for employees; populate website to address disease threat.<br>Security - Maintain currency on global intelligence regarding potential terrorist threats;<br>Chief Information Officer (CIO) - Confirm readiness and capability to provide remote access for employees who have critical essential functions.<br>Program Offices - Prepare to limit foreign travel, review telecommuting plans, review succession plans, and update emergency call lists.<br>Admin/Human Resources (HR) - Review leave policies for flexibilities for "at high-risk" individuals. Inform supervisors and employees of leave policies available for use. | Create a Pandemic Response Plan for each Lab Division and Office, and a unified plan for the Lab as a whole. Utilize input from table top exercises and stakeholder feedback. |

| MEDCON Level | Characteristics | Key Actions | JLab Actions |
|---|---|---|---|
| 2 | Disease outbreak, outside The continental United States, directly impacting humans. | EOC - Place BEMT members on 6-hour standby.<br>Continuity - Review plans; continue testing and exercises, conduct tabletop exercises related to pandemic.<br>BEMT - Constant team communication; continually review evidence and evaluate seriousness of threat; with Admin, initiate Health Surveillance network and begin timely data analysis;<br>continually update Senior Management on threat status; continue monitoring appropriate worldwide health information sources; determine criteria to identify high risk individuals (if necessary); and consider implementing medical measures early, if indicated.<br>Health sections - Procure vaccines, etc. (if and when available); intensify employee education programs, especially personal protective measures (PPM); initiate procurement of additional specialized supplies for protection of broader population(s), as available; initiate medical protective measures (e.g., vaccines) if determined by BEMT.<br>Initiate health surveillance in accordance with Departmental policy, Centers for Disease Control and Homeland Security<br>Council guidelines, and/or recommendations by the BEMT.<br>CIO - Ensure connectivity of pre-designated personnel, in the event of relocation or work-at home decisions.<br>Senior Management - Communicate DOE readiness plans to workforce.<br>Program offices - Limit foreign travel, review telecommuting plans preparing to drastically increase use on short notice; review succession plans, and update emergency call lists.<br>Admin/HR -- Inform supervisors and employees of leave policies addressing flexibilities for "at high-risk" personnel. | Assess the response plans and prepare to use them. Hold ongoing training sessions and assure that PPE supplies are adequate. |

| MEDCON Level | Characteristics | Key Actions | JLab Actions |
|---|---|---|---|
| 3 | Single-locus or cluster outbreak anywhere within the continental United States and border regions. | EOC - Notify BEMT to report to EOC (if not already done).<br>Continuity - Activate Continuity in affected areas, as appropriate, to ensure continued performance of Essential Functions.<br>BEMT - Preliminary notification to Management to prepare for outbreak; review evidence and continually evaluate seriousness and spread of threat; with Admin, initiate Health Surveillance Network and begin timely data analysis; continually update Senior Management on threat status; continue monitoring appropriate worldwide health information sources; initiate prevention interventions (including vaccines) if available and indicated; and recommend travel restrictions to/from affected regions, as well as implementation of increased telecommuting options.<br>Health sections - Initiate vaccination/protection programs if indicated by BEMT, distribute literature describing disease and high risk populations, distribute prophylactic materials to staff offices with instructions, update Web site continually, and man 1-800 Office of Environment, Safety and Health information phone lines.<br>Program Offices (DOE-wide) - Restrict travel to/from affected regions, implement increased telecommuting options, and minimize large public meetings/conferences.<br>Admin/HR -- Inform supervisors and employees of leave policies addressing flexibilities for "at high-risk" personnel | Implement initial parts of the response plans, especially those parts relating to employee training. Maintain continuous communication with DOE and Lab management. Require designated essential personnel to attend pandemic workplace safety and health training sessions. Require all personnel to attend pandemic work from home and connectivity training sessions. Offer pandemic non workplace safety and health training sessions to all employees. Make final preparations for possible shutdown of non essential operations. Director's Command Staff monitors situation closely. |

| MEDCON Level | Characteristics | Key Actions | JLab Actions |
|---|---|---|---|
| 4 | Disease cluster confirmed or suspected within local State/ region NOTE: This maybe the first notice that there is an impending biological threat. | EOC - Notify BEMT to report to EOC (if not already done).<br>Continuity - Implement Continuity Plans as appropriate based on conditions.<br>BEMT- Make recommendations for proximate offices and sites, brief Senior Management on situation, direct distribution of prophylactic supplies to individuals, and provide direction on use of masks, etc.<br>Health Sections - Continue/increase vaccination/protection programs if indicated, update Website continually, and man 1-800 phone lines.<br>Program Offices (DOE-wide) - Eliminate nonessential travel, implement maximum telecommuting, eliminate all meetings >6 persons, and require all personnel in facilities to wear masks, etc.<br>Admin/HR -- Inform supervisors and employees of leave policies addressing flexibilities for "at high-risk" personnel.<br>Security - Take appropriate measures to maintain internal security, as well as alert for terrorist activity. | Prepare to implement those aspects of the response plans relating to shutdown of non essential operations. Follow guidance from Directorate regarding possible shutdown of non essential operations. Maintain continuous communication with DOE and Lab management. Assure that actions described in MEDCON Level 3, above, are completed. Director's Command Staff monitors situation closely. |

| MEDCON Level | Characteristics | Key Actions | JLab Actions |
|---|---|---|---|
| 5 | Outbreak at a specific site/facility or the nearby community. NOTE: This maybe the first notice that there is an impending biological threat. | EOC - Notify BEMT to report to EOC (if not already done).<br>Continuity - Invoke Continuity Plans as appropriate based on conditions.<br>Security - Appropriate measures to ensure security.<br>Program Offices - Ensure continued performance of essential activities, and manage employee problems at a local level.<br>BEMT- Recommend immediate action at affected sites, alert all other sites, monitor local and global situation, keep leadership informed on a constant basis, recommend when/how to reopen Department, and determine need for disinfection protocols or other decontamination procedures prior to restart.<br>Health Sections - Activate 1-800 phone system if not already instituted; provide vaccines and other protective measures, if not already instituted; intensify employee education programs, especially on PPM; and intensify Web site information. | Begin to implement those aspects of response plans relating to shutdown of non essential operations. If shutdown of non essential operations is not ordered, continue actions in MEDCON Level 4, above. If shutdown of non essential operations is ordered, follow shutdown procedures. Director's Command Staff monitors situation continuously. |

| MEDCON Level | Characteristics | Key Actions | JLab Actions |
|---|---|---|---|
| 6 | Widespread pandemic throughout United States. | EOC - Notify BEMT to report to EOC (if not already done).<br>Continuity - Fully implement Pandemic Continuity Plan as appropriate (if not already done).<br>BEMT- Recommend immediate shutdown of Department, monitor local and global situation, keep leadership informed on a constant basis, recommend when/how to reopen Department, and determine need for disinfection protocols or other decontamination procedures prior to restart. Senior Management - Limit departmental operations to essential functions. Direct non-emergency personnel to stay home in accordance with Office of Personnel Management and departmental policies.<br>Security - Appropriate measures to ensure security.<br>Program Offices - Address employee problems at a local level.<br>Health sections - Activate 1-800 phone system and Webpage if not already initiated; intensify employee education programs, especially PPM; and initiate medical protective measures (e.g., vaccines) if not already initiated. | If ordered, implement those aspects of the response plans relating to shutdown of non essential operations. Director's Command Staff monitors situation continuously, and when appropriate, orders resumption of operations. Details of resumption will be affected by details of the pandemic. |